



# Superior, Professional Support for Real Estate Agents Nationally CLIENT CONFIDENTIALITY & TERMS AGREEMENT

Revised  
9/05/08

*We operate during normal office hours CST, 5 days a week and observe National holidays.* In most cases general administrative work like flyers will be completed within 24 hours. Attached is a form for ordering property flyers. We bill by minutes for any task unless there is a standard flat fee established on our national rate sheet or in this agreement such as Transaction Coordination and Bonus' on Lead Generation.

Telephone: (850) 423-7186 Cell: (404) 819-2933

RapidFax: (866) 272-2192\*

\*Please fax document back to Deborah

Email: [deborah@revstaffing.com](mailto:deborah@revstaffing.com)

Dated: \_\_\_\_\_ Between: \_\_\_\_\_ & Real Estate Virtual Staffing, dba REVStaffing

**Confidentiality:** It is understood that in the performance of duties REVStaffing will obtain information about both the client and their customers, and that such information may include financial data, client lists, methods of operating, policy statements, and other confidential information. REVStaffing agrees to restrict the use of such above mentioned information to the performance of duties described in this agreement. REVStaffing further agrees to return to the client or the client's customers any and all documents (originals and copies) upon termination of this agreement.

**Independent Contractor:** REVStaffing is hired as an independent contractor and is not eligible for any benefits programs or tax withholding obligations on the part of the client. REVStaffing does reserve the right to subcontract any work out to qualified affiliates working with REVStaffing to support their clients.

**Pricing Policy:** All phone calls over 15 minutes, all time on projects or tasks, including instruction, for clarification purposes or changes will be billed to the client at the following contract rate:

- General administration** work is billed at **\$25.00** an hour. However we use a system that bills down to the minute, based on the rate.
- Custom Web Design, SEO, Meta Tags and logo design** is billed at **\$35.00** an hour.
- Standard Transaction Coordination.** Fees are based on single-sided transactions as follows: Sales Price under \$500,000/**\$250.00**; \$500,000-\$1Million/**\$350.00**; Over \$1Million/**\$450.00**. Fee due upon settlement.  
**SHORT SALES Transaction Coordination** Sales Price under \$500,000/**\$500.00**; \$500,000-\$1Million/**\$600.00**; Over \$1Million/**\$700.00**. *The difference is in the amount of communications required with banks on short sales.* Fee due upon settlement.  
**REO SALES Transaction Coordination** Sales Price under \$500,000/**\$350.00**; \$500,000-\$1Million/**\$450.00**; Over \$1Million/**\$550.00**. *The difference is in the amount of paperwork required with banks on REO sales.* Fee due upon settlement.
- Transactions that **fail to close will be billed at 50%** of the transaction fee unless transaction falls out prior to the inspection process. *If the transaction falls out prior to the inspection process, there will be a flat administrative fee of \$50 charged for initial set up of the transaction including set up in Settlement Room and/or Top Producer.*
- Additional rates will be on a mutually agreement basis. Unless otherwise stated, any cost estimate is not a fixed price and the client will be responsible for the total final amount. The client will be notified if the actual cost is expected to overrun the estimate of the original amount quoted.
- Clients of our LEAD GENERATION service agree to pay REVStaffing a \$300.00 bonus** on any lead REVStaffing generates that results in a commission to the agent in addition to the hourly rate. Commission to be paid to REVStaffing within 72 hours of settlement.

**Payment Policy:** Invoices will be submitted to the Client or Realtor twice a month by email on or about the 1st and 15th. Payment by PayPal.com to [revs@earthlink.net](mailto:revs@earthlink.net) will allow the client to pay by debit or credit. Payment by check may be mailed.

Payment due within 10 days of receipt of invoice by email.

**Dispute of charges or services:** Client or Realtor must notify REVStaffing manager within 24 hours of receiving substandard or unacceptable work from any representative of REVStaffing to allow REVStaffing the timely opportunity to correct product. If the disputed tasks/product cannot be corrected to clients satisfaction, and notice was given within 24 hours of completion of the tasks/product, charges for the tasks/product will be adjusted.

Invoices for Escrows will be submitted to Realtor and Realtors closing agent, and due on the day of closing. *Short Sales and REO Sales will be invoiced 50% upfront, balance at escrow.* REVStaffing reserves the right to discontinue services for any client who is 30 days past due after all attempts at collecting payments through goodwill have been unsuccessful. In the event REVStaffing shall be successful in prosecuting any suit for damages for breach of this agreement, REVStaffing shall be entitled to recover as part of its damages all reasonable legal costs and expenses for bringing and maintaining any such action. **Any future changes to this agreement will prevail.** Copy of changes to be emailed.

**Acceptance by Client:** Client by signing below hereby agrees to be confidentiality and terms agreement (signature for authorization)

**Client Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By: REVStaffing \_\_Deborah Steuer, President\_\_\_\_\_

Signature: \_\_\_\_\_ *Deborah A. Steuer* \_\_\_\_\_